

## PPI Software Release 5.1: Notes For PERSACTION Changes

## 1. PRODUCTIVITY REQUIREMENTS FOR PERSACTION

Status Entry into all the SF52 Forms (including all Local Nationals Forms except Japan) have been modified as follows:

All the Statuses have been organized into Status Categories. When you press on 'LIST' for the Status, you will get a List of Values (LOV) for the Status Categories.

REQUEST FOR PERSONNEL ACTION    Page 1 of 5				
Current Status		Status History		Coordinate
Send to Next Preset Coordination				
HOLD FOR RIF				
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <div style="background-color: #000080; color: white; padding: 2px; text-align: center; font-weight: bold;">Status Categories</div> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 40%;">           Find    <input style="width: 90%;" type="text" value="%"/> </div> <div style="width: 55%;"> <div style="border: 1px solid black; padding: 2px;">             Category              CLASSIFICATION              STAFFING SERVICES              GENERAL              ALL CATEGORIES           </div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <span>←</span> <span>→</span> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span>Find</span> <span>OK</span> <span>Cancel</span> </div> </div>				
Request Date		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           NTE: <input style="width: 90%;" type="text"/> </div> <div style="width: 45%;">           Request Number  <div style="border: 1px solid black; padding: 2px;">97ARMY000901</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;">           (e Number)  <input style="width: 90%;" type="text"/> </div> <div style="width: 45%;">           Prop. Dt (MMDDYY)  <div style="border: 1px solid black; padding: 2px;">03-19-97</div> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Action Authorized By            Name  <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> <div style="width: 45%;">           Title  <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div style="width: 45%;">           Concurrence Date  <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> </div> </div>				
<b>PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1.            Show all dates - MM-DD-YY)</b>				
SSAN		Name (Last, First, Middle)		DOB (MMDDYY)
443927778		ABERNATHY MARLA S		08-25-76
				Eff. Dt (MMDDYY) 11-05-97
1	2	3	4	5
OK		LIST		REGIONAL
ATTACH		COREDOC		CANCEL

When you Select a Category, you will then get another LOV for statuses of that particular Category.

REQUEST FOR PERSONNEL ACTION Page 1 of 5				
Current Status		Status History	Coordinate	Send to Next Preset Coordination
HOLD FOR RIF				
<div> <div>STATUS</div> <div>Find %</div> <div> <div>Status Text</div> <div>ADVISORY DECISION TO/FROM MANAGEMENT</div> <div>CLASSIFICATION REVIEW</div> <div>REALIGNMENT</div> <div>POSITION AUDIT (DESK/TELEPHONE)</div> <div>CLASS DECISION</div> </div> <div>Find OK Cancel</div> </div>		<div>Request Number</div> <div>97ARMY000901</div>		
<div>NTE:</div> <div></div>		<div>Prop. Dt (MMDDYY)</div> <div>03-19-97</div>		
<div>Action Authorized By</div> <div>Name</div> <div></div> <div>Title</div> <div></div> <div>Concurrence Date</div> <div></div>				
<div>PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates - MM-DD-YY)</div>				
SSAN	Name (Last, First, Middle)	DOB (MMDDYY)	Eff. Dt (MMDDYY)	
443927778	ABERNATHY MARLA S	08-25-76	11-05-97	
2	3	4	5	OK LIST REGIONAL ATTACH COREDOC CANCEL

Some statuses have a Begin/End date, as the next example illustrates for 'ADVISORY DECISION TO/FROM MANAGEMENT'. Others just have a single date that applies to that particular status. When inputting a date, you will only be able to input a current or past date. No future dates are allowed. Also, your 'end' date must not be earlier than your 'begin' date.

REQUEST FOR PERSONNEL ACTION Page 1 of 5				
Current Status		Status History	Coordinate	Send to Next Preset Coordination
HOLD FOR RIF				
PART A - Requesting Office				
Actions Requested			Request Number	
PROMOTION			97ARMY000901	
NTE:				
For Additional Information Call (Name and Telephone Number)			Prop. Dt (MMDDYY)	
			03-19-97	
Action Requested By			ADVISORY DECISION TO/FROM MANAGEMENT	
Name			DATE:	SENT
			(MMDDYY)	06-16-97
Title			RETURNED	
Request Date			OK	
			CANCEL	
PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates - MM-DD-YY)				
SSAN	Name (Last, First, Middle)	DOB (MMDDYY)	Eff. Dt (MMDDYY)	
443927778	ABERNATHY MARLA S	08-25-76	11-05-97	
2	3	4	5	
OK		LIST	REGIONAL	ATTACH
COREDOC		CANCEL		

Another new feature is the 'Status History' button. When you press this button, you will be able to see all the statuses for that particular sf52. The Open Status will be listed first followed by the Closed Status.

REQUEST FOR PERSONNEL ACTION Page 1 of 5

Current Status: **JOB OFFER** Status History: **Status History** Send to Next Preset Coordination: **Coordinate**

**If you need to input 'Date 2, Highlight the Row & press 'Ok'**

Find:

Date 1	Date 2	Status	Occur
		***** Open Status *****	
06-20-97		JOB OFFER (MADE/ACCEPTED)	1
		***** Closed Status *****	
06-04-97	06-20-97	PPP (RECEIVED/CLEARED)	1
06-16-97	06-19-97	FIRST REFERRAL LIST (ISSUED/RETURNED)	1
06-04-97	06-14-97	EXTERNAL VACANCY ANNOUNCEMENT (OPENED/CLOSED)	1
06-01-97	06-02-97	CLASS REWW (CURSORY-I/A / COREDOC) (BEGAN/COMPLETED)	1

Find OK Cancel

**PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-1. Show all dates - MM-DD-YY)**

SSAN:  Name (Last, First, Middle): **JOHN DOE** DOB (MMDDYY):  Eff. Dt (MMDDYY):

1 2 3 4 5 OK LIST NOTES REGIONAL ATTACH COREDOC CANCEL

If you highlight an open status, you will be able to input the Date 2 filed. There is no capability to change any information on the status once it has been input.

**JOB OFFER**

DATE: MADE ACCEPTED

(MMDDYY)

OK CANCEL

When pressing the Status history, you can see additional information when moving the horizontal scroll bar to the right. The information includes the time of day the first and second date were input, the User Name and the Inbox Name of who input the Status.

The screenshot shows a window titled "If you need to input 'Date 2, Highlight the Row & press 'Ok'". It contains a "Find" field with a "%" symbol. Below is a table with the following data:

Occur	Time 1	Time 2	User Name	Inbox Name
1	10:38		ARMY_CPO	ARMY_CPO
1	10:35	10:41	ARMY_CPO	ARMY_CPO
1	10:35	10:36	ARMY_CPO	ARMY_CPO
1	10:35	10:35	ARMY_CPO	ARMY_CPO
1	10:33	10:34	ARMY_CPO	ARMY_CPO

At the bottom of the window are three buttons: "Find", "OK", and "Cancel".

Additional Changes:

1. The previous functionality will also be available in the 'Coordination Tracking' screen.
2. Default status for new SF52 will be 'No Status'.
3. The SF52 form will inform user when they have input a duplicate completed Status (with begin/end date completed), but will allow user to continue but after displaying warning message.

## 2. RMO'S COORDINATION PROCESS (Germany LN)

Removed edit that requires RMO to initial action prior to coordination AE690 form. This applies only to German Local Nationals.

## 3. MULTIPLE REALIGNMENT PRINTING

Corrected the procedure to properly print the To Organization Component on the Multiple Realignment actions.

## 4. OPM 1635 FLAG

Corrected this area by adding the List of Values for this item.

## 5. PERFORMANCE AWARDS (MASS ACTIONS)

Corrected problem with mass performance awards. After selecting employees in the 'Select Employees for Award' screen, the main window was not being populated with these employees. This has now been corrected and the main screen is now populating properly. This error was only applicable to performance awards (mass).

Select Employees For award

Press these Count buttons before or after selecting Records to verify Selections:

Total Count

Select Count

CURRENT: 4

Select	SSAN	Name	
<input checked="" type="checkbox"/>	2573F1956	9SHII NOBORU	
<input checked="" type="checkbox"/>	2486F1214	AARON ELFRIEDE	WCAX99
<input checked="" type="checkbox"/>	2601F2864	AARONS SHARON	WJDF99
<input checked="" type="checkbox"/>	268365643	ABABIO DEDOO FRANCISCA	WG8699
<input type="checkbox"/>	2683F0001	ABABIO DEDOO FRANCISCA	WG8699
<input type="checkbox"/>	2937F0415	ABBASI SYED M Z	WJEA99
<input type="checkbox"/>	2541T0001	ABBATE FAUSTO	W31YAA
<input type="checkbox"/>	2541T0002	ABBATE ROBERTO	WJBN99
<input type="checkbox"/>	4203F0744	ABDELALHALEEM GERLINDE I	WJDF99
<input type="checkbox"/>	2683F0002	ABDELLA MOHAMMED	W1HJAA

OK

FIND

SELECT ALL

UNSELECT ALL

CANCEL

## 6. REPORTS

INBOX / LOCATOR REPORT			
Report Group Code	<input data-bbox="690 394 1039 441" type="text" value="%"/>		<div>Sort Order</div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div>

SF52 REQUEST NUMBER and DATE DISPLAYED are new fields to the INBOX/LOCATOR parameter screen. SF52 REQUEST NUMBER is wildcard (%) searchable. The DATE DISPLAYED determines if Effective Date or Proposed Effective Date displays on the report. SERIES, ORGANIZATION, REQUESTED ACTION, NOA, and STATUS are now wildcard (%) searchable. The list of values on REQUESTED ACTION and STATUS have been modified to only show items that exist. The AGENCY button calls the following screen:

**AGENCY UNIQUE DATA**

AGENCY UNIQUE DATA

BLOCK 40

BLOCK 41

BLOCK 42

BLOCK 43

BLOCK 44

OK

These fields allow a user to input agency unique information to search for. All fields are wildcard searchable.

## 7. NOTES

**Notes - Request # 97ARMY000901**

Date Received 06-02-97

Proposed Effective Date 03-19-97

Effective Date 11-05-97

Current Status ADVISORY DECISION TO/FROM MANAGEMENT

Notes

Editor OK Cancel

This form has replaced the notes editor accessed by pressing the Notes button in the In Box. The fields located at the top of the form provide information in addition to the information that is displayed for each record in the In Box. Notes



entered on this form only apply to the selected record in the In Box. Select the appropriate record in the In Box before pressing the Notes button.

### Entering Notes

Notes can be edited/viewed directly on the screen above or by pressing the Editor button. When the Editor button is pressed, a larger window is used which is helpful when there are a lot of notes.

### Saving Changes

All changes made to the notes will take effect once the OK button is pressed. No changes to the notes will take effect until this button is pressed. The form is exited after pressing this button.

### Aborting Changes

Abort all changes made by pressing the Cancel button. This will not save the changes to the notes and will exit the form.